

THE HOME DEPOT CONTRACT  
#11019 U.S. COMMUNITIES  
AR STATE AGENCY USER INSTRUCTIONS

Step 1: To register, contact the State of Arkansas Support Center

Step 2: Ordering Instructions:

- a. Create purchase order referencing OA# 4600023116.
- b. Enter a complete description of all items purchased.

**For state agency use:** When utilizing this contract, if the total projected amount (TPA) of all items on a single purchase order is \$10,000 or greater, a purchase requisition (PR) must be created in AASIS. In addition, both your agency's purchase order and the outline agreement number must reference the purchase requisition number.

**The following are NOT to be purchased through Home Depot due to mandatory state contracts:** Air Conditioners/Heat Pumps

See the following ABA guidelines for use of this contract:

1. THIS CONTRACT CANNOT BE UTILIZED IF MATERIAL WITH RELATED SUPPLIES, EQUIPMENT AND ***INSTALLATION SERVICES*** EXCEEDS THE SUM OF \$20,000.00
2. THIS CONTRACT CAN BE UTILIZED FOR ANY AMOUNT IF THE PURCHASE IS FOR MATERIAL WITH RELATED SUPPLIES AND EQUIPMENT **ONLY** AND ***EXCLUDES INSTALLATION SERVICES***.
3. SHOULD THE PURCHASE AND INSTALLATION OF SUCH EXCEED THE SUM OF \$20,000.00, THEN THE ARKANSAS PUBLIC WORKS LAWS (Ark. Code Ann. 22-9-201 et seq.) MUST BE ADHERED TO BY STATE AGENCIES, COUNTIES, MUNICIPALITIES, SCHOOL DISTRICTS AND OTHER LOCAL TAXING UNITS.

Points of Contact:

State of Arkansas Support Center – Aaron Powers  
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Link to U.S. COMMUNITIES CONTRACT <http://www.uscommunities.org/home-depot/>